

## **City of Longmont Public Records Cost Policy**

Pursuant to §2.20.150, Longmont Municipal Code, and applicable provisions of the Colorado Open Records Law, the Longmont City Manager hereby establishes the reasonable costs of furnishing printed materials, copies, codes, documents and other materials, except for criminal Justice records, furnished to and at the request of members of the public. These costs shall be collected from persons receiving such materials.

Upon receipt of a Public Records request, the City will promptly provide an estimate of the attendant fees to the requesting party. Upon payment of that estimate (by cash or check), the City will begin the necessary research, retrieval, compiling or copying, and will record staff time spent in such activities. Upon completion of the required research, retrieval, compiling or copying, the City will either refund any excess fees collected or collect any remaining fees due. Upon full payment of all fees due, City will provide the results of any required research, retrieval or compiling and any requested copies.

### **For Copies Not Involving Research:**

Standard page (black and white single-sided copy made on a single sheet of letter or legal sized white paper):

\$0.10 per page

Other sizes, including photographs, blueprints and other media:

Actual or reasonably estimated City Cost of producing the copy

### **For Research, Retrieval and Compilation:**

The first hour of City staff time researching and retrieving public records (per request) shall be free of charge. Beyond that minimum, in addition to the copying charges stated above, City will charge a nominal fee for research, retrieving or compiling Public Records under the Colorado Open Records Act. That fee is \$30 per hour.

### **For Manipulation of Data:**

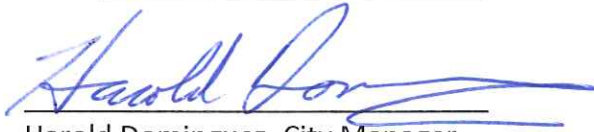
Additionally, the custodian will also charge a fee for any manipulation of data needed to generate a record in a form or format not used by the City. This fee shall not exceed the actual cost of manipulating said data and generating the record. Persons making a subsequent request for the same record shall be charged the same fee.

### **For Copies of Electronically Stored Public Records:**

The custodian will charge the same fee as described above for providing copies of electronically stored public records. The records shall be provided to the requestor by email if practical. The City can also respond to requests for access to public records stored

electronically and in computer databases by providing, upon written request, a copy, disk, or printout. The fee will be based on recovery of the actual incremental costs of providing the electronic services and products together with a portion of the costs associated with building and maintaining the information system.

Date: 06-30-14

  
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Harold Dominguez, City Manager